

# memorandum

DATE: December 4, 2003

REPLY TO

ATTN OF: AD-442:Aytes

SUBJECT: **PERFORMANCE APPRAISALS**

TO: All ORO Employees


This memorandum serves as the Oak Ridge Operations Office (ORO) call for performance appraisals for employees occupying GS, EK, and EJ non-supervisory/non-managerial positions. The 2003 performance appraisal cycle for these employees will end December 31, 2003. Below is a guide for completing the rating process. A separate call will be issued for Individual Development Plans.

1. Rating Process. Employees in GS, EK, and EJ non-supervisory/non-managerial positions who have been on a performance appraisal plan for at least 90 days should receive a rating for the period beginning with the date the plan was signed by the employee or January 1, 2003, (whichever is later) and ending December 31, 2003. If an employee has not been on a plan in his/her current position for the full 90 days by December 31, 2003, it will be necessary to delay the rating until he/she has completed 90 days on the plan. Rating officials who are contemplating ratings of "Unacceptable" for any employee should contact their Human Resources Specialist for information regarding establishment of performance improvement plans.
2. Initial Performance Discussions. Employees are entitled to discuss their performance with their supervisors before the formal appraisal discussion. Employees who wish to have such a discussion should schedule a meeting with their supervisor at a mutually convenient time as soon as possible.
3. Discussions with Employees. Appraisals should be given **unsigned** to employees and discussed with them by **January 23, 2004**. Bargaining unit employees have 5 work days to review their appraisals prior to signature. *Only appraisals of "Unacceptable" require the signature of a reviewing official.*
4. Completion of Documentation. Copies of the completed Performance Appraisal Plan and Rating and signed Certification Forms should be given to the employee and the original should be forwarded to the Personnel and Management Analysis Branch (PMAB) by **February 6, 2004**. Performance appraisals are documented in Part C of the Certification Form.

Guidance has recently been received regarding the need to incorporate organizational goals and objectives into individual performance appraisal plans for fiscal year 2004. This will most likely

result in the need to update most employees' performance appraisal plans. Implementing instructions will be provided to you in a separate memorandum in the coming weeks.

Questions on the performance appraisal system should be directed to your Human Resources Specialist.



Patricia Howse-Smith, Director  
Human Resources Division

Attachments:  
Rating Form  
Certifications Form

**F 330.1Y, CERTIFICATIONS**

<b>Part A – Certification of Discussion and Issuance of Performance Appraisal Plan and Recertification</b>				
I have received a copy of my performance appraisal plan for this rating cycle and have been given an opportunity to discuss it with the Rating Official.				
Typed or Printed Name of Employee	Signature of Employee	Date	Initials for Recertification	Date of Recertification
Typed or Printed Name of Rating Official	Signature of Rating Official	Date	Initials for Recertification	Date of Recertification
Typed or Printed Name of Reviewing Official	Signature of Reviewing Official	Date	Initials for Recertification	Date of Recertification

<b>Part B – Certification of Progress Review</b>		
Performance and progress to date have been discussed with the undersigned employee.		
Typed or Printed Name of Employee	Signature of Employee	Date
Typed or Printed Name of Rating Official	Signature of Rating Official	Date

<b>Part C – Certification of Receipt of Performance Rating</b>		
I have received my performance rating for this rating cycle and have been given an opportunity to discuss it with the Rating Official.		
Typed or Printed Name of Employee	Signature of Employee	Date
Typed or Printed Name of Rating Official	Signature of Rating Official	Date
Typed or Printed Name of Reviewing Official	Signature of Reviewing Official	Date

<b>Part D – Certification of Ratings Generated Through Matrix Management Reviews</b>			
I agree to provide the performance rating(s) for the following elements _____			
Typed or Printed Name of Rating Official	Organization	Signature of Rating Official	Date
I have provided the performance rating(s) for the following elements _____			
Typed or Printed Name of Rating Official	Organization	Signature of Rating Official	Date

<b>Part E - Certification of Delayed Rating</b>		
The employee's performance under Element(s) _____ Demonstrates inconsistent deficiencies which preclude a rating of "Meets Expectations" or "Unacceptable." Therefore, the employee's rating under this plan will be delayed, and a performance improvement plan (PIP) will be established. The employee's performance will be assessed upon completion of the opportunity period established in the PIP.		
Typed or Printed Name of Employee	Signature of Employee	Date
Typed or Printed Name of Rating Official	Signature of Rating Official	Date

Name of Employee: \_\_\_\_\_ Position Title, Series, and Grade: \_\_\_\_\_

Appraisal Period: \_\_\_\_\_ Fiscal Year: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

Element: <i>(Define Element Here)</i>	Standards	Subelement Rating	Comments <i>(Required for Ratings of Unacceptable)</i>
Subelement:  Subject to Matrix Management Assessment			
Subelement:  Subject to Matrix Management Assessment			
Subelement:  Subject to Matrix Management Assessment			
Subelement:  Subject to Matrix Management Assessment			
Do Not Type -- Blocks in this form should be extended as needed based on the length of the performance plan.			

Summary Rating \_\_\_\_\_